



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
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**#T2478 LEAD SAFE NEIGHBORHOODS INSPECTOR TRAINEE (*Safety Representative I*)**  
**\*SALARY: \$3162 to \$3825, Monthly; effective 06-19-04**

**APPLY: FIRST DATE: March 26, 2004**

**\*LAST DATE: Open**

Please apply promptly. As soon as sufficient applications are received, the application filing period may close within five days. Persons may apply only once during this application period.

**NOTE: Persons hired for the current vacancy will be assigned to work as "Lead Safe Neighborhoods Inspector Trainees" in the Environmental Services Department.** If you are hired as a Lead Safe Neighborhoods Inspector Trainee, you will be required to pass a Lead Medical Examination prior to employment, and pass an annual medical examination in order to retain employment.

**REQUIREMENTS:** You must meet the following requirements on the date you apply, unless otherwise specified.

Any combination of education and experience equivalent to the following:

1. An Associate's Degree in Occupational Safety and Health, **OR**
2. One year of full-time professional experience in Occupational Safety and Health work. Qualifying professional Occupational Safety and Health experience **must include** inspecting facilities and equipment for compliance with Federal and/or State OSHA Codes and Regulations **and** conducting field investigations involving the interpretation, application and enforcement of Occupational Safety and Health Codes and Regulations.

**NOTE:** You may substitute additional qualifying experience for lack of the required education on a year-for-year basis (one year of qualifying experience equals 30 semester or 45 quarter units.)

**LICENSE:** A valid California Class C Driver's License is required at the **time of hire**; reliable transportation and proof of auto insurance may be required after hire.

**HIGHLY DESIRABLE QUALIFICATIONS:**

For the current vacancy in the Lead Safe Neighborhoods Program, the following certifications and experience are desirable:

1. Possession of valid, current **Lead Certified Inspector/Assessor** and **Lead Project Monitor** certifications from the California Department of Health Services (DHS) or other State/Federal/Tribal agencies.
2. Experience working in the area of Lead Hazards.
3. Experience operating a personal computer.
4. The ability to speak, read and/or write any of the following languages: Spanish; Chinese; Cambodian; Laotian; Hmong.
5. Experience providing safety training/presentations.

**DUTIES:** **Employees assigned to work as "Lead Safe Neighborhoods Inspector Trainees":** will perform enforcement of lead hazard regulations in housing and construction; perform lead paint inspections, risk assessments and provide associated reports; perform a variety of outreach activities related to lead hazard awareness and prevention of lead poisoning; use computer and related software for report writing, electronic communication, enforcement compliance, and GIS software to generate outreach geographic priority areas; and assist in the development and teaching of various lead hazards training programs. **Employees assigned to work as "Safety Representatives I":** will inspect City work sites and facilities for compliance with safety standards; analyze accident and injury reports and make recommendations to prevent recurrence; prepare and conduct health and safety training sessions; develop and write safety educational material; conduct health and safety research; review and interpret regulations and procedures, prepare reports and correspondence; and conduct industrial hygiene studies.

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

**HOW TO APPLY:** Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments) for this position. Your Application/ Supplement will be made available to the hiring department. Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**